
ENGINEERING - OPEN SPACE & REAL ESTATE MANAGEMENT

PROGRAM DESCRIPTION

The Real Estate Management function currently located in the Purchasing Division of the Finance Department and the Open Space Program currently located in the City/County Planning Department are proposed to be consolidated as a division of the County Engineering Department effective October 1, 2003.

The division will include an Open Space/Real Estate Manager and Open Space Coordinator. Responsibilities related to Real Estate include leasehold management, maintaining an inventory of County owned property, property acquisition, contract negotiations, and disposition of surplus property. The Division will be responsible for implementation of the County's open space protection goals, and management and development of protected properties. Primary responsibilities will include acquisition, planning, design, construction, management and maintenance of nature trails and other public use facilities, and research and preparation of grants to assist with acquisition. Additional responsibilities include coordination of volunteer support, development of public information materials, and support to various boards and commissions with activities related to open space.